



Special Procedures

Protocol for Requesting Review of Certification Eligibility

Contents

Introduction **page 6-11-1**

When the Importing Country Does NOT Require a Certificate **page 6-11-2**

When the Importing Country Requires a Certificate **page 6-11-2**

Introduction

If an exporter requests that APHIS review its policy on the eligibility of a non-certifiable commodity follow the protocol in this chapter. This includes commodities that are not eligible for a phytosanitary certificate (PC) but are eligible for a PPQ 578 (Exporters may want to remove any risk that their consignment will be rejected due to the lack of a PC).

The Protocol for Requesting Review of Certification Eligibility describes the procedures that must be followed if an exporter requests that the eligibility of a commodity for certification be reviewed. Export Services (ES) cannot consider any request until all of the necessary information is provided.

The exporter should be cautioned that it may take some time for ES to make a decision. In addition, our ability to make a decision will depend on the quality of the information the exporter provides. If appropriate, have the exporter contact ES directly. ES will make every effort to provide a decision once all necessary information has been provided.

Information that is mandatory, in order for ES to provide assistance, is marked "Required." Requests for assistance should not be forwarded to ES until all information is available. Once all the required information is available fax or send electronically all supporting documents at one time.

ES can be contacted at the following:

Phone: 301 734-8537

FAX: 301 734-7639

E-mail (general email box): PPQExportServices@aphis.usda.gov

Information may also be sent directly to the ES' staff officer covering the country in question.



All documentation provided must be legible. Requests containing illegible documentation will not be considered. If sending copies of foreign language documents, both the foreign language document and its English translation must be provided. If a document is in a language, other than English, the entire document must be translated. The name of the person providing the translation and their affiliation must be included on the translated document. ES cannot provide translation services.

When the Importing Country Does NOT Require a Certificate

If the exporter requests an export certificate for a commodity that is:

- ◆ NOT ELIGIBLE for certification, AND,
- ◆ Certification is not required by the importing country, AND,
- ◆ The reason for the request is because the exporter “just wants one” (not required by the importing country):

Explain APHIS' policy regarding the eligibility requirements for providing certificates and that because the foreign country does not require a certificate APHIS cannot review their request at this time. Do not forward the request to ES unless the exporter requires further clarification.

When the Importing Country Requires a Certificate

Follow the guidelines in this section if an exporter requests a certificate because:

- ◆ EXCERPT or official communication from the National Plant Protection Organization (NPPO) states that a certificate is required, AND,
- ◆ the commodity is not eligible for certification

Listed below is the information that Export Services (ES) must have in order to assist the exporter. Information that is mandatory is marked “Required.” Requests for assistance should not be forwarded to ES until all information is available. All supporting documents should be provided at one time.

- ◆ Country they wish to export to (Required)
- ◆ Official communication from the NPPO, if available. (Required).
- ◆ Name of exporter with contact information (Required).

- ◆ Date the exporter wishes to ship.
- ◆ Description of commodity and, if processed, a detailed description of the process. Must include the following information: list of ingredients (as appropriate), origin of each ingredient, process applied to each ingredient (if appropriate) and the scientific name of each ingredient. All information will be held in strict confidence. (Required)

The process must be described in detail. For example, it is not sufficient to say that the commodity was “dried”. In this case, the exporter must state how the commodity was dried.

If the exporter is unable to supply this information, do not forward their request to Export Services.

- ◆ If necessary the exporter may have to supply ES with a sample of their commodity.
- ◆ Intended use of commodity (Required)
- ◆ How is commodity packaged (Required)

